



# **BAR CODE MEDICATION ADMINISTRATION (BCMA)**

## **GUI USER MANUAL**

Version 2.0

May 2002

(Revised March 2003)



# Revision History

The table below lists changes made since the initial release of this manual. Use the Change Pages document to update an existing manual, or use the entire updated manual.

**Note:** The Change Pages document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revised Pages	Patch Number	Description
03/03	Title Page, i, ii, v, 1-13, 3-1, 3-18-3-19, 3-28-3-33, 4-14-4-15, 8-3, 8-5, 8-6, B-7	PSB*2*20	<ul style="list-style-type: none"> <li>– Updated the Title Page and this Revision History Page. (p. i-ii)</li> <li>– Updated the Table of Contents to include the new site parameter, “Patient Transfer Notification Timeframe” and Fractional Dose Orders. (p. v, 3-1)</li> <li>– Updated the Internet address for the <i>VISTA</i> Documentation Library (VDL). (p. 1-13)</li> <li>– Added the Patient Transfer Notification screen capture and related copy to the “Administering Active Unit Dose Medications” Chapter. (p. 3-18)</li> <li>– Updated the second sentence of the “Note,” under the “Viewing a Patient’s Active Unit Dose Medications” section to include the phrase “— for the selected timeframe only.” Updated the “BCMA VDL for Active Unit Dose Medications” example to include the new Patient Transfer Notification information in the “Last Action” column. Updated the “Tip” at the top of the page to include the words “to be” in front of the word “administered.” (p. 3-19)</li> <li>– Updated the introductory copy to explain the differences in the Multiple Dose dialog boxes. Also updated the Multiple Dose screen captures to include an optional Comments area, and a Multiple Dispensed Drugs: heading for orders with more than one dispensed drug. (p. 3-28-3-29)</li> <li>– Added the Fractional Dose information and related screen captures. (p. 3-30-3-33)</li> <li>– Added the Patient Transfer Notification screen capture and related copy to the “Administering Active IVP/IVPB Medications” Chapter. (p. 4-14)</li> <li>– Updated the second sentence of the “Note,” under the “Viewing a Patient’s Active IVP/IVPB Medications” section to include the phrase “— for the selected timeframe only.” Also updated the “BCMA VDL for Active IV Push and IV Piggyback Medications” example to include the new Patient Transfer Notification information in the “Last Action” column. Updated the “Tip” at the top of the page to include the words “to be” in front of the word “administered.” (p. 4-15)</li> <li>– In the Glossary, added the definition for Patient Transfer Notification. Corrected the definition for Held, PSB INSTRUCTOR, PSB MANAGER, PSB STUDENT, Refused, and Schedule Type. (p. 8-3, 8-5, 8-6)</li> <li>– Updated the Index to include “Patient Transfer Notification.” (p. B-7)</li> </ul>

# Revision History

Date	Revised Pages	Patch Number	Description
09/02	Title Page, i, 3-5, 3-41, 4-6, 4-40	PSB*2*3	<ul style="list-style-type: none"> <li>– Updated the Title Page and included this Revision History Page.</li> <li>– Updated status information about a medication order to reflect that an individual can change a “Given” status to “Not Given” provided they originally marked the order as “Given” on the VDL, or they have been assigned the PSB MANAGER security key.</li> <li>– The Chapter 3 and 4 Change Pages are included to ensure that the chapters are updated consistently.</li> </ul>
08/02	Title Page, i-x, 7-24	PSB*2*1	<ul style="list-style-type: none"> <li>– Updated the Title Page and included this Revision History Page.</li> <li>– Renumbered the pages with Roman numerals to include the Revision History Page.</li> <li>– Updated the Missed Medications Report By Patient screen capture to reflect the “Order Num” column being moved on the report, to eliminate the order number being misinterpreted as a dosage for some medications.</li> <li>– The Chapter 7 Change Pages are included to ensure that the chapter is updated consistently.</li> </ul>
05/02			Original Released GUI User Manual.

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# Using This Manual

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## Other Sources of Information



**TIP:**

Bookmark these sites for future reference.

Refer to the Web sites listed below when you want to receive more background/technical or training information about BCMA, or to download this manual and related documentation.

### Background/Technical Information

From your Intranet, enter <http://vista.med.va.gov/bcma> in the Address field to access the BCMA Main Web page.

### Training Information

From your Intranet, enter <http://vaww.vistau.med.va.gov/VistaU/BarCode/BarCodeMed.htm> in the Address field to access the National Training and Education Office BCMA Web site (via the *VISTA* University).

### This Manual and Related Documentation

From your Intranet, enter <http://www.va.gov/vdl> in the Address field to access this manual, and those listed below, from the *VISTA* Documentation Library (VDL).

- Nursing CHUI User Manual
- Pharmacy CHUI User Manual
- Manager's User Manual
- Installation Guide
- Technical Manual/Security Guide

## Benefits of BCMA

BCMA software is designed to improve the accuracy of the medication administration process, and to increase the efficiency of the administration documentation process. Consequently, you can expect enhanced patient safety and patient care at your medical center.

### Improved Patient Safety and Patient Care

The greatest measure of improvement can be seen in patient safety and patient care. The Department of Veterans Affairs (VA) also expects to save approximately \$14.5 to \$25.4 million dollars each year by avoiding costs associated with the following:

- Medication errors and waste
- Time spent gathering patient charts, running reports, and manually documenting medications given to patients

**Note:** These figures are documented in the *VHA Office of Information Newsletter*,” Volume 4, Number 6, dated June 2000.

### Improved Communication Among Medical Center Staff

The electronic information that BCMA provides clinicians (i.e., nurses) improves their ability to administer medications safely and effectively to patients on wards during their Med Passes. The results reporting and trending analysis data available from BCMA is currently being used nationally by many Veterans Health Administration (VHA) medical centers. Not only does it improve the accuracy of the medication administration process, but also the daily communication that occurs between Nursing and Pharmacy staffs.

### Commitment to Putting Veterans First

BCMA software is just one more example of the VHA’s commitment to “Putting Veterans First.” In the year 2000, this software earned the BCMA Development Team the “Hammer Award,” a Federal Technology Leadership Award from (then) Vice President Al Gore. During the same year, it was also a finalist in the “USA Today – Rochester Institute of Technology Quality Cup Award” competition.